

## CLASS 5 ALTERNATIVE - ELEMENTARY LEVEL TEACHING

### GENERAL INFORMATION

- \* A class 5 alternative license is valid for a term of three years, is **not** renewable and **may not** be reinstated.
- \* An applicant for a class 5 alternative license must sign and file with the Superintendent of Public Instruction a Plan of Professional Intent leading to the class 1, 2, 3, or 6 license within 3 years of the date of the alternative license.
- \* A class 5 alternative license is available with any endorsement normally allowed for class 1, 2, 3, or 6 licenses.

### REQUIREMENTS

To obtain a class 5 alternative license with an elementary level endorsement, an applicant must provide verification of:

- a) a bachelor's degree from an accredited college or university;
- b) a minimum of 60 semester credits of academic preparation in language arts and literature, history, government, and related social science, mathematics, and any two of the following: art, music, foreign languages, speech, drama, library science, or health; **and**
- c) professional preparation of at least six semester credits to include human growth and development, reading and/or language arts, social studies, and arithmetic.

If you want to be evaluated for eligibility for a Class 5 Alternative license in elementary teaching, please submit:

- ☒ Completed application-pages 1, 11, 12, and 13 (page 2 if you have completed an elementary teacher preparation program)
- ☒ \$24 fee—payable to OPI
- ☒ Official college transcripts
- ☒ Indicate additional K-12 endorsements you wish to hold in Montana
- ☒ Fingerprint background check application and \$32 fee submitted directly to the Montana Department of Justice (if applicable)

## CLASS 5 ALTERNATIVE - SECONDARY LEVEL TEACHING

### GENERAL INFORMATION

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- \* A class 5 alternative license is available with any endorsement normally allowed for class 1, 2, 3, or 6 licenses.

### REQUIREMENTS

To obtain a class 5 alternative license with a secondary level endorsement, an applicant must provide verification of:

- a) a bachelor's degree from an accredited college or university;
- b) a minimum of 30 semester credits in an area approved by the board of public education for endorsement; **and**
- c) professional educator preparation of at least six semester credits.

If you want to be evaluated for eligibility for a Class 5 Alternative license in secondary teaching, please submit:

- ☒ Completed application-pages 1, 11, 12, and 13 (page 2 if you have completed an elementary teacher preparation program)
- ☒ \$24 fee—payable to OPI
- ☒ Official college transcripts
- ☒ Indicate endorsements you wish to hold in Montana
- ☒ Fingerprint background check application and \$32 fee submitted directly to the Montana Department of Justice (if applicable)

## CLASS 5 ALTERNATIVE - ELEMENTARY PRINCIPAL

### GENERAL INFORMATION

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- \* A class 5 alternative license is available with any endorsement normally allowed for class 1, 2, 3, or 6 licenses.

### REQUIREMENTS

To obtain a class 5 alternative license with an elementary principal endorsement, an applicant must provide verification of:

- a) a master's degree from any accredited professional educator preparation program and nine graduate semester credits in school administration;
- b) eligibility for a class 1, 2, or 5 teaching license at the elementary level; **and**
- c) verification of three years of successful teaching experience as an appropriately licensed and assigned teacher at the elementary level.

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If you want to be evaluated for eligibility for a Class 5 Alternative license for elementary principal, please submit:

- ☒ Completed application-pages 1, 2, 3, 5, 11, 12, and checklist
- ☒ \$18 fee—payable to OPI (an additional \$6 if this is an initial license)
- ☒ Official BA and MA college transcripts (if not previously on file)
- ☒ Fingerprint background check application and \$32 fee submitted directly to the Montana Department of Justice (if applicable)

## CLASS 5 ALTERNATIVE - SECONDARY PRINCIPAL

### GENERAL INFORMATION

- \* A class 5 alternative license is valid for a term of three years, is *not* renewable and *may not* be reinstated.
- \* An applicant for a class 5 alternative license must sign and file with the Superintendent of Public Instruction a Plan of Professional Intent leading to the class 1, 2, 3, or 6 license within 3 years of the date of the alternative license.
- \* A class 5 alternative license is available with any endorsement normally allowed for class 1, 2, 3, or 6 licenses.

### REQUIREMENTS

To obtain a class 5 alternative license with a secondary principal endorsement, an applicant must provide verification of:

- a) a master's degree from any accredited professional educator preparation program and nine graduate semester credits in school administration;
- b) eligibility for a class 1, 2, or 5 teaching license at the secondary level; *and*
- c) verification of three years of successful teaching experience as an appropriately licensed and assigned teacher at the secondary level.

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If you want to be evaluated for eligibility for a Class 5 Alternative license for secondary principal, please submit:

- ☒ Completed application-pages 1, 2, 3, 5, 11, 12, and checklist
- ☒ \$18 fee—payable to OPI (an additional \$6 if this is an initial license)
- ☒ Official BA and MA college transcripts (if not previously on file)
- ☒ Fingerprint background check application and \$32 fee submitted directly to the Montana Department of Justice, if applicable

## CLASS 5 ALTERNATIVE - K-12 PRINCIPAL

### GENERAL INFORMATION

- \* A class 5 alternative license is valid for a term of three years, is **not** renewable and **may not** be reinstated.
- \* An applicant for a class 5 alternative license must sign and file with the Superintendent of Public Instruction a Plan of Professional Intent leading to the class 1, 2, 3, or 6 license within 3 years of the date of the alternative license.
- \* A class 5 alternative license is available with any endorsement normally allowed for class 1, 2, 3, or 6 licenses.

### REQUIREMENTS

To obtain a class 5 alternative license with a K-12 principal endorsement, an applicant must provide verification of:

- a) a master's degree from any accredited professional educator preparation program and nine graduate semester credits in school administration;
- b) eligibility for a class 1, 2, or 5 teaching license at any level within K-12; **and**
- c) verification of three years of successful teaching experience as an appropriately licensed and assigned teacher at any level within K-12

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If you want to be evaluated for eligibility for a Class 5 Alternative license for K-12 principal, please submit:

- ☒ Completed application-pages 1, 2, 3, 5, 11, 12, and checklist
- ☒ \$18 fee—payable to OPI (an additional \$6 if this is an initial license)
- ☒ Official BA and MA college transcripts (if not previously on file)
- ☒ Fingerprint background check application and \$32 fee submitted directly to the Montana Department of Justice (if applicable)

## CLASS 5 ALTERNATIVE – SUPERINTENDENT

### GENERAL INFORMATION

- \* A class 5 alternative license is valid for a term of three years, is *not* renewable and *may not* be reinstated.
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- \* A class 5 alternative license is available with any endorsement normally allowed for class 1, 2, 3, or 6 licenses.

### REQUIREMENTS

To obtain a class 5 alternative license with a superintendent endorsement, an applicant must provide verification of:

- a) a master's degree in education leadership from an accredited professional educator preparation program or equivalent;
- b) eligibility for a class 1, 2, or 5 teaching license at the appropriate level;
- c) verification of three years of appropriately licensed and assigned teaching experience; *and*
- d) verification of one year of appropriately licensed experience as a principal or one year of a supervised board of public education approved administration internship as superintendent.

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If you want to be evaluated for eligibility for a Class 5 Alternative license for superintendent, please submit:

- ☒ Completed application—pages 1, 2, 3, 5, 11, 12, and checklist  
(Please submit separate verification (page 5) for teaching and administrative experience)
- ☒ \$18 fee—payable to OPI (an additional \$6 if this is an initial license)
- ☒ Official BA and MA college transcripts (if not previously on file)
- ☒ Fingerprint background check application and \$32 fee submitted directly to the Montana Department of Justice (if applicable)

## CLASS 5 ALTERNATIVE—SUPERVISOR

### GENERAL INFORMATION

- \* A class 5 alternative license is valid for a term of three years, is *not* renewable and *may not* be reinstated.
- \* An applicant for a class 5 alternative license must sign and file with the Superintendent of Public Instruction a Plan of Professional Intent leading to the class 1, 2, 3, or 6 license within 3 years of the date of the alternative license.
- \* A class 5 alternative license is available with any endorsement normally allowed for class 1, 2, 3, or 6 licenses.

### REQUIREMENTS

To obtain a class 5 alternative license with a Supervisor endorsement, an applicant must provide verification of:

- a) a master's degree from accredited college or university in the area requested for supervisory endorsement; *and*
- b) verification of three years of appropriately licensed experience as a teacher in the area requested for supervisory endorsement or verification of five years of experience in a school setting as a fully licensed and appropriately assigned related services provider.

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If you want to be evaluated for eligibility for a Class 5 Alternative license for K-12 principal, please submit:

- ☒ Completed application-pages 1, 2, 4, 5, 11, 12, and checklist
- ☒ \$18 fee—payable to OPI (an additional \$6 if this is an initial license)
- ☒ Official BA and MA college transcripts (if not previously on file)
- ☒ Fingerprint background check application and \$32 fee submitted directly to the Montana Department of Justice (if applicable)



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## CLASS 5 ALTERNATIVE - SCHOOL PSYCHOLOGIST

### GENERAL INFORMATION

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### REQUIREMENTS

To obtain a class 5 alternative license with a specialist endorsement in school psychology an applicant must provide verification of:

- a. a master's degree
- b. completion of at least 12 of the following 16 requirements:
  - i. Undergraduate or graduate general education/psychology course work/content to include:
    - careers
    - human growth and development;
    - general psychology
    - abnormal psychology; and
    - learning theory;
  - ii. Undergraduate or graduate general education course work/content to include:
    - exceptional children (must include special education)
    - curriculum development
    - diagnosis and remediation of reading; and
    - educational evaluation; *and*
  - iii. Graduate psychological methods and techniques course work/content to include:
    - individual intelligence testing;
    - child psychopathology and achievement testing;
    - personality assessment;
    - interviewing and counseling;
    - behavior interventions;
    - school psychology practicum/internship; and
    - administration, role and function of school psychology; *and*
- c. specific completion of the individual intelligence testing requirement.

If you want to be evaluated for eligibility for a Class 5 Alternative license for School Psychologist, please submit:

- ☒ Completed application-pages 1, 8, 11, 12, and checklist
- ☒ \$18 fee—payable to OPI (an additional \$6 if this is an initial license)
- ☒ Official BA and MA college transcripts (if not previously on file)
- ☒ Fingerprint background check application and \$32 fee submitted directly to the Montana Department of Justice (if applicable)



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## CLASS 5 ALTERNATIVE – SCHOOL COUNSELOR

### GENERAL INFORMATION

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- \* A class 5 alternative license is available with any endorsement normally allowed for class 1, 2, 3, or 6 licenses.

### REQUIREMENTS

To obtain a Class 5 Alternative license with a Specialist endorsement in school counseling, an applicant must provide verification of:

- a. a master's degree; *and*
- b. Institutional verification of being within four course deficiencies of completing full requirements, including:
  - i. a master's degree in school counseling (K-12); *or*
  - ii. a master's degree with equivalent graduate level school counseling content; *and*
  - iii. a supervised internship of at least 600 hours in a school or school related setting.

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If you want to be evaluated for eligibility for a Class 5 Alternative license in school counseling please submit:

- ☒ Completed application-pages 1, 10, 11, 12 and checklist
- ☒ \$18 fee—payable to OPI (an additional \$6 if this is an initial license)
- ☒ Official BA and MA college transcripts (if not previously on file)
- ☒ Fingerprint background check application and \$32 fee submitted directly to the Montana Department of Justice (if applicable)



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## CLASS 5 – FOR ALTERNATIVE REINSTATEMENT

### GENERAL INFORMATION

- \* A class 5 alternative license for reinstatement is for those who have previously held valid licenses in Montana but do not meet recent credit requirements for reinstatement or renewal.
  - \* A class 5 alternative license is valid for a term of three years, is **not** renewable and **may not** be reinstated.
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  - \* A class 5 alternative license is available with any endorsement normally allowed for class 1, 2, 3, or 6 licenses.
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To obtain a class 5 alternative license for reinstatement , an applicant must submit:
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- ☒ Completed application-pages 1,11,12, and checklist
- ☒ \$18 fee—payable to OPI
- ☒ Fingerprint background check application and \$32 fee submitted directly to the Montana Department of Justice (if applicable)



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## CLASS 5 – LICENSE UPGRADE

### GENERAL INFORMATION

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### REQUIREMENTS

To upgrade your Class 5 license to full licensure, an applicant must submit evidence of completion of deficiencies listed on your Plan of Professional Intent. If you have questions about the deficiencies listed on your Plan of Professional Intent, please email at [cert@state.mt.us](mailto:cert@state.mt.us) or call Educator Licensure at 406 444-3150.

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If you have met the requirements to upgrade your Class 5 license, please submit:
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- ☒ Completed Class 5 Upgrade application
- ☒ Applicable fees (contact Educator Licensure for fee information)
- ☒ Official transcripts (if applicable)
- ☒ Institutional Evaluation & Recommendation (if applicable)



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